



STEVEN M. FULOP
MAYOR

CITY OF JERSEY CITY

Department of Housing, Economic Development and Commerce
Division of Tenant Landlord Relations

This Application must be filled out completely in order for it to be processed

VACANCY CAPITAL IMPROVEMENT

Date: _____ 20____
Claim # V: _____ 20____
BLOCK _____ LOT _____

LANDLORD'S NAME AND ADDRESS:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____
E-mail: _____

Building Address: _____ Apt # _____ Jersey City, NJ _____

The Apartment was vacant from _____ to _____, during that time I did Capital Improvement work in the
Amount of \$ _____ Which involved: (specific work): _____

Pursuant to Chapter 260-3 C of the Jersey City Code, the Vacancy Capital Improvement warrants a rent increase of \$ _____
And increases the rent for the apartment from \$ _____ to \$ _____ Chapter 260-9 Sec. D # 1 \$ 125.00 per
housing space for Capital Improvement to Vacant housing space. Enclosed please find My application for Vacancy Capital
Improvement, and the fee of \$ 125.00 and the relevant documents that support the application

I hereby certify that all the statements and documents provided are true.

Landlord Signature

Sworn to and Subscribe before me This _____ Day of _____ 20____

Notary

30 MONTGOMERY STREET, 4TH FLOOR, ROOM 415 • JERSEY CITY, N.J 07302-3821
PHONE: (201) 547-5127 • FAX: (201) 547-5803

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Itemize the cost for improvement of these services and indicate the amortization period for this investment.

For cost over \$ 5,000.00 \$ 1.55 per \$ 100.00 Amount of increase	For cost under \$ 5,000.00 \$ 1.35 per \$ 100.00 Amount of increase
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PROPOSED METHOD OF ALL ALLOCATION

Plumbing, Heating:	\$		\$	
Structural:	\$		\$	
Fire prevention,:	\$		\$	
Electrical:	\$		\$	
Others:	\$		\$	
Total	\$		\$	

NOTE:

*** Cost refers to the total cost of all capital improvement done in the apartment during the vacancy period**

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[illegible]

Day of 20

Landlord Signature to confirm statements made above

Check List for Vacancy Capital Improvement
Itemized cost must be given in the proposal of work

- ☐ 1-Vacancy Dates and Proof thereof
- ☐ 2- Description of work that was done during the vacancy (include pictures, before and after).
- ☐ 3- Proof that work was done- proposal for work, certificate of continued occupancy, etc
- ☐ 4- Copies of applicable permits, and compliance with applicable official codes
- ☐ 5- Proof of payment, canceled checks, receipts, etc
- ☐ 6- Proof of Registration of the new rent
- ☐ 7- Payment of \$ 125.00 fee to City of Jersey City Treasurer
- ☐ 8- Completed information package, one for each improved apartment, with notarized Vacancy Capital Improvement letter (on page #1)

The following calculations are as required under Chapter 260 Rent Control Ordinance.
C-14 A. Page 26006- Ord. 260-3 Sec. C-Para 1 Sec (a) and (b) Vacant space
(Amended 8-12-1998 by No. 98-116) Page 26010 Ord. 260-5 Sec E- Para 2 (Depreciation)

For Vacancy capital improvement value of \$ 10.000 the resulting rent increase is calculated as follows:

Example: $\$ 10,000 \times \$ 1.55. = \$ 15,500$ then divided by $\$100= \$ 155$. Per month

And for V.C.I, value of \$ 5.000 the rent increase calculates as follow:

Example: $\$5.000 \times \$ 1.35 = \$ 6,750$ then divided by $\$ 100= \$ 67.50$. Per month